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The attached minutes of the Mason Transit Authority regular meeting held on the 18th day of June, 2024 were approved by the Mason Transit Authority Board, by motion, on this 16th day of July, 2024.

DocuSigned by:
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Eric Onisko, Chair

DocuSigned by:
John Sheridan
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John Sheridan, Vice Chair

Cyndy Brehmeyer, Authority Member

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Richard Lee
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Richard Lee, Authority Member

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Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

Ryan Spurling, Authority Member

Kevin Shutty, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 7/25/2024

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Mason Transit Authority
Minutes of the Regular Board Meeting
June 18, 2024
Virtually and at
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 1:01 p.m. by Board member Neatherlin as the Chair and Vice Chair were not present. *Board member Neatherlin has served on the Board the longest of all members, a requirement of MTA bylaws in the event the Chair and Vice Chair are unable to be present.*

2. **ROLL CALL AND DETERMINATION OF QUORUM**
   Authority Voting Board Members Present at T-CC: Board members Randy Neatherlin, Cyndy Brehmeyer, Richard Lee, Wes Martin, Ryan Spurling and Sharon Trask. *Quorum met.*

   Authority Voting Board Members Present via Zoom: [None]

   Authority Voting Board Members Not Present: Eric Onisko, Chair; John Sheridan, Vice Chair; and Kevin Shutty.

   Authority Non-voting Board Member Not Present: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

   Citizen Advisor to the Board Present at T-CC: John Piety

   MTA Staff present at T-CC: Amy Asher, General Manager; Haley Dorian, Human Resources Generalist; Jason Rowe, Operations Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; Lissa McClanahan, Finance Manager; Tyler Hildebrandt, IT Administrator; and Tracy Becht, Clerk of the Authority Board.

   Others Present at T-CC: Rob Johnson, Legal Counsel.

   Others Present via Zoom: [None]

3. **PUBLIC COMMENT** – No member of the public attended the meeting in person. [None present in the room or on-line.]

4. **APPROVAL OF AGENDA**

   Ms. Asher shared that three of the grant agreements she wanted to bring forward to the Authority Board had been received after the posting of the Board packet. She will be adding items 6B, 6C and 6D to the agenda. A paper copy of the related documentation was provided to all Board members. **Moved** that the agenda for the June 18, 2024 Mason Transit Authority

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(MTA) regular board meeting be approved, as amended, to include new business items 6B, 6C and 6D. **Trask/Spurling. Motion carried.**

5. CONSENT AGENDA

Moved to approve Consent Agenda item A as follows and as presented:

A. May 21, 2024 MTA regular Board meeting minutes.

Trask/Brehmeyer. Motion carried.

Moved to approve Consent Agenda item B as follows and as presented:

B. Payments of May 1, 2024 through May 31, 2024 financial obligations on checks #38658 through #38749, as presented for a total of $808,653.14.

Trask/Brehmeyer. Motion carried.

6. ACTION ITEMS – NEW BUSINESS

A. Approval of Amendment to Operating Grant Agreement PTD0952. As indicated last month by Ms. Asher, General Manager, this grant agreement was being amended to provide for an additional $934,909 to be received by MTA of State Transit Support Formula funds funded out of the Climate Transit Programs Account. No matching funds are required by MTA and funds are to be used by the end of the biennium. **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-06 that approves Operating Grant Agreement No. PTD0952-01 and authorizing the General Manager to sign same. **Trask/Brehmeyer**. **Motion carried**.

B. Approval of Amendment to Capital Grant Agreement PTD0344-02. This amendment to agreement is another of the agreements Ms. Asher expected to present to the Board. An additional $352,645 in State Transit Support Formula Funds has been added and is to replace the remaining local match dollars, providing funds for the cost overruns incurred as a result of the new DES contract and to add one more cutaway bus to the grant. The purchase of the vehicle was approved in the TDP for 2023 as MTA wanted to take advantage of the lesser price before the cost increased in the new State contract. **Moved** that the Mason Transit Authority Board approve Resolution No. 2024-07 that approves Capital Grant Agreement No. PTD0344-02 and authorizing the General Manager to sign same. **Trask/Breymeyer**. **Motion carried**.

C. Approval of Capital Grant Agreement PTD0972. This agreement is another of the agreements Ms. Asher expected to present to the Board. This grant provides for $120,000 from State Rural Mobility Transit Formula Funds and no match is required by MTA. The funds will be used for the replacement of one support staff vehicle that is used for access point evaluation, Dial-A-Ride service and drivers on route. This replacement vehicle was also approved in the 2023 TDP, as well as the replacement of one set of vehicle lifts for the Maintenance shop. No matching funds are required. **Moved** that the Mason Transit Authority Board approve

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Resolution No. 2024-08 that approves the Capital Grant Agreement PTD0972 and authorizing the General Manager to sign same. **Spurling/Trask**. **Motion carried**.

D. Approval of Capital Grant Agreement PTD0973. This agreement is the third additional agreement which Ms. Asher anticipated presenting to the Board. This grant provides for $702,567 from the State Special Needs Transportation-Transit Formula Funds to purchase three expansion and one replacement cutaway. No matching local funds are required. **Moved** that the Mason Transit Authority Board adopt Resolution No. 2024-09 that approves the Capital Grant Agreement No. PTD0973 and authorizing the General Manager to sign same. **Spurling/Lee**. **Motion carried**.

[Mayor Onisko joined the meeting via Zoom at 1:15 pm. Board member Neatherlin continued to be acting Chair.]

7. DISCUSSION

A. First View of Transit Development Plan (TDP). Filing the Transit Development Plan is a State requirement to be filed annually. Ms. Asher described the purpose of the TDP as a six-year plan and how it satisfies state and federal requirements. It is due by September 1 and since the Board does not have a regularly scheduled meeting in August, she is bringing it to the Board for first view today and next month a proposed final form of the TDP will be presented to the Board following the public hearing scheduled at the meeting. No major changes have been made to this plan since Ms. Asher met with the Operations and Maintenance Committee last year.

B. Board member attendance at State Public Transportation Conference. Ms. Asher indicated that MTA's budget approved for two Board members to attend the State conference. It is a great way for Board members to learn more about transit. Interested volunteers to go were Board member Rick Lee (he wanted to first confirm his calendar was clear) and Citizen Advisor John Piety.

C. Belfair plaque: As tabled at the May meeting, this matter was picked up again for further discussion relating to the plaque to be placed on the exterior of the Belfair Park and Ride building. Ms. Asher provided the Board members with the quote of $1,356.25 to have all of the Board members names and Danette Brannin, as she was the General Manager that oversaw the project. It was **moved** was made to approve the payment of the plaque in the amount of $1,356.25. **Brehmeyer/Trask. Motion carried.**

8. STAFF AND INFORMATION REPORTS:

A. Management Reports.

- **General Manager**. Recently the Employee Engagement Committee nominated Haley Dorian, Human Resources Generalist, and Nathan Zimbeck, MTA Driver, as Wall of Fame Honoree. Nathan Zimbeck was also nominated as MTA's Employee of the Year. Consideration is being made for combining the Employee of the Year and Wall of Fame Honoree into one award.

- **Finance**. Ms. Asher introduced MTA's new Finance Manager, Lissa McClanahan, to the Board. She also shared that MTA has hired a new Accounting Assistant. Ms. Asher also

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indicated that the sales tax revenue is less than budgeted, but 4% higher than last year. She also indicated that unleaded fuel consumption is going down. Four new propane cutaways are on the road and three more Gilligs are anticipated to arrive this week.

- **Maintenance.** Paul Bolte, Facilities and Fleet Maintenance Manager, stated that the Maintenance shop is beginning its fifth propane conversion. They are anticipating receiving three new buses by the end of the week. Additionally, the Washington State Patrol K9 units had participated in training exercises using MTA vehicles. It was the largest training class held at MTA.
- **Operations.** Jason Rowe, Operations Manager, indicated that ridership is still trending up and they are planning special transportation opportunities for Mason County seniors and tour spots around the county. A Board member also suggested contacting the Hub and the Senior Center in Shelton.

9. COMMENTS BY BOARD: [None]

10. UPCOMING MEETING

Mason Transit Authority
Regular Meeting
July 16, 2024 at 1:00 PM
Mason Transit Authority's
Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

Moved that the meeting be adjourned.

11. ADJOURNED: 1:29 PM